

# Ivy Tech Community College Fee Remission

Ivy Tech Community College sincerely appreciates and values the opportunity to partner with high school teachers to provide dual credit opportunities to your students. In recognition of this valued relationship, Ivy Tech has decided to offer a benefit specifically for you. Effective with the 2012-13 school year, Ivy Tech's Adjunct Faculty Fee Remission policy has been extended to our high school "adjunct faculty" who meet the specified requirements. You will note that the policy also includes your spouse and dependent children. In simple terms, our high school dual credit teachers who meet the qualifications may take up to six (6) credit hours tuition-free per semester. The specific language of the policy follows:

## **Fee Remission:**

**Ivy Tech supports professional development through academic pursuit and provides opportunities for its employees, their spouses and dependent children to attend Ivy Tech classes at substantially reduced costs.**

**An adjunct faculty who has successfully completed two full semesters of employment with the College is eligible to enroll in Ivy Tech courses for up to six (6) credit hours per semester during the term they are actively employed. The adjunct's spouse and/or dependent children may also enroll for up to six (6) credit hours per semester provided the eligibility criteria are met. The College will waive the general fee, technology fee and distance education fee when a fee remission waiver form is approved prior to registration for the course(s). Educational travel courses are not eligible for fee remission. A dependent acknowledgment form must be completed when requesting a fee remission for a dependent.**

While dual credit instructors are not "employees" of Ivy Tech Community College, the basics of this policy will apply if you meet the following criteria:

1. Teach a dual credit course for Ivy Tech Community College during the current academic year and,
2. Have a minimum of two previous semesters of Ivy Tech Community College dual credit instructor experience. While not a specific requirement of the policy, there is also an expectation that you will participate in required Ivy Tech professional development opportunities and complete all required Ivy Tech paperwork and duties in a timely manner.

Remember that this opportunity is available to dual credit teachers only and, as a high school adjunct, extends to the summer term immediately following the academic year in which you teach dual credit. If you wish to take advantage of this opportunity, contact your Ivy Tech region dual credit coordinator and they can get you started on the required paperwork.

We are extremely pleased to be able to offer this opportunity to our valued high school partners. We hope you share our enthusiasm and will be able to take advantage of this outstanding educational opportunity!

